

KENTON COUNTY PLANNING COMMISSION
JULY 08, 2025, SPECIAL MEETING
Minutes

Chairman Dunham called the special meeting to order on July 08, 2025, at 6:15 p.m. and opened the proceedings with the Pledge of Allegiance and invocation by Commissioner Ryan. The meeting was held in the fiscal court chambers of the Kenton County Government Center, 1840 Simon-Kenton Way, in Covington. Attendance of members is as follows (for this meeting as well as those during the year to date).

Commission Member	Jurisdiction	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Margo Baumgardner	Crestview Hills	-				X		X					
Todd Berling	Fort Wright	-	X		X		X	X					
Jeff Bethell	Fort Mitchell	-	X	X	X	X	X	X					
Gailen Bridges	Bromley	-	X	X	X	X	X	X					
Paul Darpel, Vice Chair	Edgewood	-	X	X	X		X						
Gabriella DeAngelis	Covington	-	X	X	X	X		X					
Brian Dunham, Chairman	Kenton Cty	-	X	X	X	X	X	X					
Tom France	Ludlow	-	X	X	X	X	X	X					
Betsy Janes	Villa Hills	-	X	X		X	X	X					
Todd Herrmann	Erlanger	-	X	X	X	X		X					
Matthew Martin	Taylor Mill	-	X	X	X		X	X					
Sean Pharr	Covington	-	X			X							
Phil Ryan, Treasurer	Park Hills	-		X	X	X	X	X					
Kareem Simpson	Covington	-	X	X		X	X						
Greg Sketch	Crescent Springs	-	X	X	X		X	X					
Maura Snyder	Independence	-	X	X	X*	X	X	X					
Debbie Vaughn	Kenton Co	-	X				X	X*					
Quin Wichmann	Ryland Hts.	-		X	X	X	X	X					

"X" denotes attendance at the regular meeting.

"*" denotes arrival after roll call was taken.

- No meeting held January 2025.

Also present: Legal Counsel Mr. Matt Smith, and the following PDS staff: Mr. Cody Sheets, Mr. Patrick Denbow; Sean Johnson, PDS Planning & Zoning summer Intern, and Pamela Bushelman, Senior Secretary, PDS Planning & Zoning and KCPC Secretary.

KENTON COUNTY PLANNING COMMISSION

JULY 08, 2025, SPECIAL MEETING

Minutes

ADMINISTRATIVE REVIEWS AND REPORTS

Approval of the Agenda

Chairman Dunham noted that the applicant for the Ludlow text amendment (**Item 12: PC-25-0005-TX**) sent a request to table the issue. He then asked for a motion to accept the agenda and the tabling request for a period of up to six (6) months. Commissioner Snyder made the motion to approve the agenda and the request to table for up to six (6) months, seconded by Commissioner Ryan. The motion carried by acclamation of all members present.

Approval of the Minutes

Chairman Dunham noted that members received the **revised May 01, 2025, meeting minutes**. There were no corrections and he called for a motion to approve the minutes as presented. So moved by Commissioner Bridges; seconded by Commissioner DeAngelis. *A roll call vote found: Commissioners Bridges, DeAngelis, Dunham, France, Janes, Herrmann, Ryan, Snyder, Wichmann and Baumgardner in favor. Commissioners Berling, Bethell, Martin and Sketch abstained. The motion carried.*

Chairman Dunham next stated that members received the **June 05, 2025, meeting minutes**. There were no corrections and he called for a motion to approve the minutes as presented. So moved by Commissioner Bridges; seconded by Commissioner Wichmann. *A roll call vote found: Commissioners Bridges, Wichmann, Baumgardner, Berling, Bethell, Dunham, France, Janes, Martin, Ryan, Sketch and Snyder in favor. Commissioners DeAngelis and Herrmann abstained. The motion carried.*

Report of Receipts and Expenditures

Chairman Dunham stated the receipts and expenditures report for May were distributed. There being no comments or questions regarding the report, he asked for a motion to approve. Commissioner Ryan made the motion to approve; seconded by Commissioner Snyder. The motion carried by acclamation of all members present.

Actions by Staff

- Subdivision Plats: No comments.
- Stage II Updates: No comments.

Recent Actions by Legislative Bodies

PC-25-0005-MA and PC-25-0006-MA: Chairman Dunham noted that both items on the report were recommended for approval by the KCPC and both were approved.

PUBLIC HEARING

FILE NUMBER: PC-25-0007-MA (ERLANGER MAP)

APPLICANT: Daniel Woodward on behalf of Jerome E. Henke

LOCATION: 3208 Dixie Highway, Erlanger

REQUEST: A proposed map amendment to the Erlanger Zoning Ordinance changing the property from CC (Community Commercial) to GI (General Industrial) Zone. The property contains an existing legal nonconforming use (Medical Cannabis Cultivation). The applicant proposes this map amendment to bring the site into conformity with the permitted uses.

KENTON COUNTY PLANNING COMMISSION
JULY 08, 2025, SPECIAL MEETING
Minutes

Staff presentation and Staff recommendations by Mr. Cody Sheets

PDS STAFF RECOMMENDATION: Favorable recommendation on the map amendment to the Erlanger Zoning Ordinance changing the area described from CC (Community Commercial) to GI (General Industrial) to bring the site into conformity with the permitted use subject to the applicant agreeing to the following conditions:

1. Existing nonconforming site features regarding off-street parking design, required landscaping and character standards are remedied to the maximum extent practicable.

Mr. Sheets clarified for Chairman Dunham that the conditions had been discussed with the applicant and they are amenable to them. He also confirmed that the use is strictly for cultivation.

Chairman Dunham recognized that Mr. Daniel Woodward, Mr. Jerry Henke, and Mr. Mark Collier were signed up to speak in favor.

Mr. Woodward, representing 3208 Dixie Hwy, Erlanger, addressed the Commission and clarified that the dumpster mentioned by staff belongs to the neighboring Amco facility. He noted that he has been working closely with the city and the property owner throughout this process and confirmed his agreement with the conditions proposed by staff. Additionally, he stated that they have not yet started their business or moved forward with construction.

Mr. Jerry Henke, 952 Woodchuck, Villa Hills, stated that the dumpster mentioned in the staff's report is located on the Amco property; however, the truck that empties it uses the applicant's driveway for access. He mentioned that they have been in contact with the owner to discuss the situation and expressed their willingness to be as accommodating as possible. He also noted that security gates or rolling fences will be installed, and Amco will need to determine a way for the dumpster to be accessed from their property. He confirmed his agreement with the conditions proposed by staff.

Mr. Mark Collier, City of Erlanger, Director of Economic Development and Assistant City Manager, stated that the city has clearly communicated to both the property owner and the tenant that they expect the property to be brought up to standard, which has been addressed proactively. He added that these improvements will benefit the property and generate revenue for the city.

There were no others who signed up to speak and Chairman Dunham recessed the public hearing for discussion among the Commissioners. There being no discussion, Chairman Dunham reconvened and closed the public hearing. He then asked for a motion. Commissioner Herrmann made the motion to approve the map amendment with the conditions that have been set forth by staff, based on the facts and considerations contained in the staff report, the testimony of staff and witnesses present at the public hearing and finding that it is consistent with the comprehensive plan; seconded by Commissioner Martin. *A roll call vote found Commissioners Herrmann, Martin, Ryan, Sketch, Snyder, Vaughn, Wichmann, Baumgardner, Berling, Bethell, Bridges, DeAngelis, Dunham, and France in favor. Commissioner Janes abstained. The motion carried.*

FILE: PC-25-0006-TX

APPLICANT: The City of Crestview Hills per Alex Mattingly, City Administrator

REQUEST: The City of Crestview Hills seeks to replace the current zoning ordinance with a new zoning ordinance that recognizes Crestview Hills' development patterns, streamlines processes, and addresses new development trends. *A link to the full draft text and proposed zoning map can be found at <https://kcpcky.org/meetings/now-pending>.*

Staff presentation and Staff recommendations by Mr. Patrick Denbow

KENTON COUNTY PLANNING COMMISSION

JULY 08, 2025, SPECIAL MEETING

Minutes

PDS STAFF RECOMMENDATION: Favorable recommendation on the new Crestview Hills Zoning Ordinance, including new text and a new zoning map.

Upon conclusion, Mr. Denbow confirmed that the design standards for single-family residences are only for new construction.

Chairman Dunham recognized that the city of Crestview Hills's Mayor, Paul Meier, and City Administrator, Mr. Alex Mattingly, were signed up to speak in favor.

Mayor Meier thanked PDS staff and the working groups for their hard work and noted some adjustments that were made. He added that it was a long process and would be good for the city. He asked if there were any questions. There were none.

Mr. Mattingly stated he had nothing to add.

Mr. Dunham recessed the public hearing for discussion. Commissioner Baumgardner discussed her experience and outlined the processes and considerations the working group used to streamline operations and improve accessibility for citizens. Commissioner Bridges noted that the KCPC Z21 Review Committee reviewed the proposed changes and delivered a positive recommendation to the full Commission. There being no further discussion on the matter, Chairman Dunham reconvened, closed the public hearing and asked for a motion. Commissioner Baumgardner made a motion to approve the text amendment based on the facts and considerations contained in the staff report, the testimony of staff and witnesses present at the public hearing and findings that the proposed text amendment to be reasonable regulations; seconded by Commissioner France. *A roll call vote found Commissioners Baumgardner, France, Janes, Herrmann, Martin, Ryan, Sketch, Snyder, Vaughn, Wichmann, Berling, Bethell, Bridges and Dunham in favor. The motion carried unanimously.*

Reports from Committees

- **Direction 2030 Implementation** – Nothing to report.
- **Executive** – Chairman Dunham noted that there are two vacancies on the Commission for Elsmere and Lakeside Park. He stated that he has been in contact with both jurisdictions and has encouraged them to provide new appointments. While the KCPC has the authority to fill these vacancies, he prefers to allow the cities the opportunity to do so. He mentioned that the City Council of Lakeside Park has approved the appointment of Kenneth Heidrich. Since the appointment is outside the 60-day limit outlined in KRS 100, they will ratify Mr. Heidrich's appointment when he is present. Chairman Dunham also expressed hope that the City of Elsmere will appoint a representative soon.
- **Subdivision Review** – Nothing to report.
- **Z21 Review Committee** – Nothing to report.

Reports from Commission Members

Nothing to report.

Reports from Legal Counsel

Nothing to report.

Reports/Announcements from Staff

Mr. Denbow introduced Mr. Steve Neltner, who has been appointed as the Director of Infrastructure Engineering at PDS. Chairman Dunham welcomed him to his new position, and Commissioner France

KENTON COUNTY PLANNING COMMISSION

JULY 08, 2025, SPECIAL MEETING

Minutes

expressed his pleasure at having worked with Mr. Neltner in the past, stating his happiness to see him join the staff. Mr. Denbow clarified that Mr. Neltner is replacing the former director, Ms. Laura Tenfelde.

Next, Mr. Denbow introduced Sean Johnson, the PDS Planning & Zoning summer intern. Mr. Johnson was responsible for operating additional cameras in the chambers to help edit a new introduction video for meetings. He noted that he is a fourth-year student at the University of Cincinnati studying urban planning. Mr. Denbow then provided an update on HB 160, which has passed into law and relates to qualified manufactured homes. Mr. Denbow stated that qualified manufactured homes will no longer be distinguished from traditional single-family homes within zoning ordinances. This change will take effect on July 1, 2026, and the staff is currently reviewing the statute for potential zoning ordinance updates.

Ms. Bushelman followed with a review of the new KRS 100.346 Orientation and Continuing Education Training for planning and zoning officials and staff, which became effective on June 27, 2025. She outlined the changes and addressed questions regarding the updates, noting that reports reflecting the new deadlines based on the statute have been sent out. Additionally, she mentioned that the Commissioners received a handout summarizing the changes.

Commissioner DeAngelis indicated that, in response to the Implementation Committee's comments, she will be meeting next week with Andy Videkovich and Megan Bessey (PDS Planning & Zoning) to discuss and review her access to various housing reports.

General Correspondence

Chairman Dunham noted that members had received a copy of the Boone County Plan, Notice of Public Engagement, email. He reviewed the email, highlighting the next engagement date and location.

New Business – there was none.

Public Comments – there were none.

There being nothing further to come before the Commission, Chairman Dunham asked for a motion to adjourn. So moved by Commissioner Snyder; seconded by Commissioner Vaughn. All in favor by acclamation. The meeting then adjourned at 7:13 p.m.

APPROVED:

Chair



Date



